



# evisense

## User Guide - Getting Started on the Evisense Website

### Welcome to Evisense

Recording evidence of learning that demonstrates progress is a crucial part of the assessment process. It needs to be easy to record and even easier to view the information in different ways. We've created Evisense as a simple but secure way to record, store and share evidence of learning.

You can capture, annotate and share photos, videos, audio, PDFs or written observations using Evisense.

Here's a short guide to [Getting Started on the Evisense Website](#) to help you get up and running quickly and easily. It covers 'how to':

- [Log into Evisense](#) (and what to do the 1st time you log in)
- [Add evidence](#)
- [Link evidence to assessments in Connecting Steps](#)
- [Filter a post](#)
- [Edit a post](#)
- [Delete a post](#) (and reinstate a deleted post)
- [Report a post](#)
- [Create a report](#)

Our [FREE online training courses](#) are the best place to start. Don't worry if you get stuck with anything, there is also a selection of [Evisense video guides](#) on our support website, and our support team are always happy to help.

Don't forget to visit our [Welcome Page for Evisense Users](#) to find everything you'll need to get started.

## Complete our FREE online training courses

Our FREE online training courses have been designed to help you learn how to use our software and get the most out of all of its features.

- *Start the course: [Whole School Introduction](#)*  
This course is the best place to start if you are new to B Squared. It briefly outlines each of our products and how they are ideally used.
- *Start the course: [Evisense for Teachers](#)*  
This course goes through the majority of the screens and how they work. It gives a good understanding of how Evisense can be used to capture and store evidence of learning in your setting.

## Getting started

*Watch our 5-minute Getting Started video: [how to add evidence using the Evisense website](#)*

## Log into Evisense

1. Visit <https://uk.evisense.com> [or <https://au.evisense.com> if you're in Australia or New Zealand]
2. Enter your username [the email address you registered with] in lowercase and your password
3. Click **Login**

\*If you already use our Connecting Steps assessment software your username and password will be the same.\*

### Forgot your password?

It happens, don't worry, just click on the 'Forgot Password' link in the login screen, and you will be sent an email with a link to reset your password.

**Note:** A password must be a minimum of 10 characters and include AT LEAST 3 of the following types of characters: lowercase, uppercase, number or special character.

**Note:** \*Your login email address is case sensitive and MUST be typed in lowercase\*

## 1st time you log in

The first time you log into the Evisense website, you will be prompted to complete 2 actions.

Firstly, accept the Evisense licence agreement – **Click to say OK**

Secondly, select your default settings for Group, Post Privacy (who can see your posts) and Linked Assessments. It's quicker and easier to add evidence if you select your most commonly used options as your default settings.

1. Click the **cog icon** at the top right of the Evisense screen.
2. Select **Preferences** from the dropdown list. The **Change Preferences** dialog box opens.
3. Select your default group from the **Select Default Group** drop-down list. Choose the main Group you will be adding evidence for, then this will appear as the default Group on your new posts.
4. Select your Post Privacy default settings. You can choose to **Mark posts as private**, **Hide posts from students** or **Make posts available to everyone**.
5. Select your Linked Assessments default settings. You can choose to **Hide curriculum from linked assessment list** or **Automatically expand linked assessments in feed**.
6. You can also switch **Email Notifications** on, if you want an email to notify you when a new piece of evidence is posted.
7. Click **Apply Changes**.

## Add evidence

1. Click the **paper clip icon** in the **Evisense it!** box to browse for and upload your evidence.
2. Enter a comment about the evidence in the **Evisense it!** box, you'll see more options appear.
3. Tag a student or group of students by clicking in the **Tag Students** section. Start typing the name and a dropdown list appears with student names, select the one you want. Keep typing and selecting student names until you have added all students you want.
4. Select the post privacy level (Teachers Only, Teachers and Parents, Everyone) from the dropdown menu.
5. Select the date (choose the day you are posting or when the evidence was captured).
6. Click **Upload**.

## Link evidence to assessments in Connecting Steps

If your school is also using our Connecting Steps assessment software, you can link evidence to your assessments to demonstrate students' achievements and progress.

The steps below explain how to add and then link your evidence to:

- Curriculum
- Subject
- Profile
- Level
- Strand
- Assessment point

You don't have to select all of the options above - you can stop at any point, just make the selections you want.

1. Add your evidence (follow steps 1-4 of the Add Evidence section above).
2. Click **Link to Assessment** and click on the down arrows to display dropdown menus. Select the options you want from these dropdown menus.
3. Click **Link** when you have finished selecting your options.
4. Select when you want to post your evidence from the dropdown menu.
5. Click **Upload**.

**Note:** If a curriculum you are expecting to see is not showing, check that the age range set for that curriculum covers all of your students' ages. You need to check this in Connecting Step, by looking at System Administration – Options: Curriculum & Ages.

## Filter and view posts

Watch our 'how to' video: [how to filter evidence in the Evisense website](#)

You can view the evidence you have posted in several ways:

- To view all posts about a student, use the **Search For Student** box at the top of the screen.
- To view all posts for a student for a specific curriculum, use the search filters on the left-hand side of the screen. If your school has an active licence for our Connecting Steps assessment software, you will be able to search by Curriculum, Subject, Profile, Level, Strand, and Assessment point.
- You can see all your own posts by clicking your name at the top of the screen.

## Edit a post

Watch our 'how to' video: [how to edit a post in Evisense](#)

1. Search for the post you want to edit.
2. Click on the **Arrow** in the top right of the post.
3. Select **Edit Post**.
4. Edit the post as required. You can add or change a comment, link more assessments, tag more students or add more aspects.
5. Click the button **Done Editing** at the bottom right of the post.

**Note:** Evisense users have different editing rights, depending on their role (Teaching Assistant, Teacher, Software Administrator). This helps Teachers to maintain control of what is posted on Evisense and to prevent anything from being deleted by accident. You can only edit your own posts or other posts that you have permission to edit. Teachers have editing rights for Teaching Assistants' post but can't edit other Teachers' posts. Teaching Assistants can only edit their own posts. The Administrator for Evisense at your school has full editing rights, so they can edit any post.

## Delete a post

Watch our 'how to' video: [how to delete a post in Evisense](#)

1. Search for the post you want to delete.
2. Click on the **Arrow** in the top right of the post.
3. Select **Delete Post**.
4. Click on the **Delete Post** button.
5. Click **Close**.

**Note:** Don't worry if you delete a post by mistake. You can view your deleted posts and reinstate a deleted post. Click the **cog icon** on the Evisense toolbar (top right). Select **View Deleted Posts**. Find the post you want to reinstate and click **Reinstate post**. Evisense reinstates the post to the time it was first posted.

## Report a post

Watch our 'how to' video: [how to report a post in Evisense](#)

To ensure inappropriate posts are rapidly dealt with, anyone can 'report' a post, and it is immediately removed from sight. It can then be reviewed by the safeguarding lead to decide on the correct course of action.

1. Search for the post you want to report.
2. Click on the Arrow in the top right of the post.
3. Select Report.
4. Select your reason for reporting the post from the dropdown menu.
5. Enter a comment to support your reasoning.
6. Click **Submit Report for Review**. A message appears confirming the post has been reported and temporarily removed, and that you'll be advised once action has been taken. The safeguarding lead will be notified of your report, and they will decide whether the post should be removed or reinstated (perhaps with some amendments).

## Create a report

Watch our 'how to' video: [how to print a report in Evisense](#)

### You can use Evisense to:

- Create visually engaging reports.
- Share reports electronically, including access to photo/video/audio evidence of learning to bring your students' achievements to life.
- Add QR codes to printed reports so that videos and audio can be watched and listened to on an appropriate device, i.e. mobile phone, tablet. This can be a useful feature at reviews.

### Create a report:

1. Click the **cog icon** at the top right of the Evisense screen and select **Print** from the dropdown list. The **Generate Report** dialog box opens.
2. Tailor your report by selecting from the **Options** - there's a range of options, enabling you to create different types of reports for different uses. You can choose which students to include and filter by curriculum, aspects and date. Watch the [video how to print a report in Evisense](#) for an explanation of all the options. You can also can [view a full list of the Report Options on our support site](#).
3. Click **Next**, the Generate Report dialog box will appear telling you how many posts will be included in this report.
4. Click **Build Report**.
5. Evisense generates your report - compiling all the posts and adding in all the information requested. This may take some time to complete depending on the amount of evidence.

### Print/save and add a report to Evisense:

When Evisense has finished creating your report, the Generate Report dialog box displays again with options to:

- **Print/Save** - select this option to create a PDF which you can print or save.
- **Add To Evidence** - select this option to add your report to Evisense.

## Watch a video from a report:

Watch our 'how to' video: [how to watch a video from a printed report](#)

1. If you select the option to include QR codes in your report, each post will feature a QR code on the righthand side.
2. You can use the Evisense App to scan the QR code on a paper copy of a report to view evidence - read more about this in our guide to [Getting Started on the Evisense App](#). When viewing a report electronically, simply click on the post to view the evidence. In both cases the original post will open in Evisense, so you can view the photo, watch the video or listen to the audio (depending on the type of evidence).
3. Not everyone can view a piece of evidence from a report. The links will only work if you have an account in Evisense with permission to view the evidence. This means that the evidence is kept safe and secure, as only individuals with a valid set of user credentials will be able to access it.

## Download the App

We have also created an App, that can be quickly and easily used to capture evidence of learning both inside and outside the classroom using mobile devices.

The Evisense App is available for iPhone, iPad, Android devices and Amazon Fire tablets.

Download the App from the App store for the device you want to install Evisense onto.

- Download the app from the [App Store HERE](#)
- Download the app from [Google Play HERE](#)
- Download the app from [Amazon HERE](#)

Take a look at our guide to [Getting Started on the Evisense App](#) for tips on how to get the most out of the App.

**Note:** As part of our security and safeguarding measures, your school's Evisense account can only be accessed by authorised devices (unless device restriction has been switched off by your school). To get your device authorised, take it to your Administrator who can allow access on that device. Once your device is authorised you can log into the App. You will have the option to set a pin number for quick and easy access.

**Note:** You will need to log into the Evisense website and accept your licence agreement before you can start to use the App.

## FREE online training

*Complete our online training courses:* <https://support.bsquared.co.uk/training>

Our FREE online training courses will help you get up and running quickly and easily.

- [Whole School Introduction](#)
- [Evisense For Teachers](#)

*Watch our 'how to' videos:* <https://support.bsquared.co.uk/evisense/category/video-guides>

We've also created a series of bite-sized training videos you can access online, anytime - to improve your knowledge of the software or to work through if you're stuck on something. Here's a list with links directly to those you might find most useful when you're getting started:

- [How to add evidence in the Evisense website](#)
- [How to filter evidence in the Evisense website](#)
- [How to edit a post in Evisense](#)
- [How to delete a post in Evisense](#)
- [How to report a post in Evisense](#)
- [How to print a report in Evisense](#)
- [How to watch a video from a printed report](#)

## Get help when you need it

**Click on the Help icon** - in the bottom right of your screen in Evisense

**Search the support site** - <https://support.bsquared.co.uk/evisense>

**Email** - [support@evisense.com](mailto:support@evisense.com)

**Call** - 01252 870133 (Option 2 for support)

Find this guide online:

<https://support.bsquared.co.uk/evisense/user-guide-getting-started-on-the-evisense-website>

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